ST-2: Communications Committee Report
November 18, 2009

Proposed KLA web site changes
(1) Redesign header - design contest open to KLA members.
Redesign specs:
- 800 pixels wide
- 150 pixels high
- save as .gif file
- 72 pixels/inch
- 25kb
- Incorporate official logo into the header
- Include contact information (phone, fax, email, mailing address)

(2) Convert KLA's Blue Book to Wiki .
Examples of ways associations use Wikis:
- Texas Library Association – Professional Recruitment and Retention Wiki: *http://tlaprarc.pbworks.com/*
- Idaho Library Association – Conference Documents Wiki (text from its site): "If you didn't attend the Southwest Regional Library Association (SWILA) conference this year, you can still see a lot of the presentations, resources and handouts from the conference. The SWILA committee asked all the presenters to add their materials from the conference to a wiki. They also asked attendees to blog about their experience. Blog posts, resources, documents, slides and even video are available at: *http://swila2009bloggers.pbwiki.com*"
- New Jersey Library Association – NJLA's Wiki. Includes information about the association's organizational structure and its bylaws, as well information about the association's executive committee, committees / subcommittees, sections, round tables and special projects. It links to necessary forms, handouts, and other pertinent documents. *http://njla.pbworks.com/*

(3) Follow through with suggested changes.
- Increase text size of drop down menus
- Improve browser compatibility (center the content)
- Simplify the home page (reduce amount of text; link to additional information)

Proposed Blue Book Changes
17.4.5.4 IN-FO-CUS, THE KLA NEWSLETTER
Receives the copy *(should change "copy" to "file"?)* for IN-FO-CUS from the Editor for three issues each year. The Conference Planning Committee is responsible for submitting the copy for the fourth issue which contains information and registration for the Annual Conference.
NOTE: Needs to be changed to reflect that the newsletter is completely online and distributed via e-mail and posted to the web site.

19.5. DUTIES
19.5.3.2. Transmitting the copy to the Executive Secretary in a timely manner and assisting in the publication process.
NOTE: Needs to be changed to reflect online/e-mail distribution rather than "publication."

Appendix C
3. Funding
NOTE: Needs to be changed to reflect that funding is not necessary for publication.

6.C.3.2. Transmitting the copy to the Executive Secretary in a timely manner and assisting in the publication process.
NOTE: Needs to be changed to reflect electronic submission to the web manager.

Executive Secretary
7.C. Responsibilities for IN-FO-CUS, The KLA Newsletter
7.C.1. Acts as the business manager for IN-FO-CUS concerning claims, printing engagements, production and distribution.
NOTE: IN-FO-CUS is no longer printed.)
7.C.2. Maintains the mailing list.
NOTE: Mailing list is no longer applicable; wording should be changed to "Maintains updated list of e-mail addresses
7.C.3. Preserves two copies of IN-FO-CUS for the KLA Archives.
NOTE: A*dd the word "print" in front of "copies."*
7.C.4. Receives the copy for IN-FO-CUS from the Editor of IN-FO-CUS for three issues each year. The Conference Planning Committee is responsible for submitting the copy for the fourth issue which contains information and registration for the annual conference.

11. PRINTING FOR KENTUCKY LIBRARIES AND IN-FO-CUS
NOTE: IN-FO-CUS is no longer printed.

12. BUDGET FOR KENTUCKY LIBRARIES AND IN-FO-CUS
12.B.4. Mailing and postage costs
NOTE: Budget is not applicable since there is no physical mailing.

Respectfully submitted,

Ashley Fowlkes
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Communications Committee Chair